

BWVC Regular Meeting Minutes
5:00 PM, Monday, Sept 19, 2022

Attendance: Patrick Barry, Rachel Brown, Maria Burslem, Pam Cohen, Toby Ridings, Susan Stith, Mary Young

Proposed Agenda: Reviewed and approved.

Minutes: 8/15/22 Regular Meeting Minutes were approved.

Building Manager's Report: See Building Manager's Report (attached) for information presented. Following is additional information discussed:

- ☐ Pam introduced a request for a concert venue at the BWVC.
 - The committee reached consensus that this is not a fit for the facility due to the following:
 - Wear and tear on the building
 - Burden on the staff for coverage/set-up/take down
 - Parking
 - Insurance/Liability

Operation Manager's Report: See Operations Manager's Report (attached) for information presented. Following is additional information discussed:

- ☐ Patrick introduced a concern with water on the floor near the boiler. This will be checked out to identify any issues/concerns.
- ☐ Rachel provided the following updates:
 - Condensation sensor for the A/C is an issue
 - Building staffing issues were also discussed

Program Manager's Report: See Program Report for information presented (attached). Some of the information provided is recapped, as follows

- Appreciation event for PPP volunteers was discussed. Further discussion and coordination is needed.
- Coffee House
 - At present, too many staff hours are being used to support set-up and take-down
 - The donations have not consistently covered this expense
 - This will be discussed with the Coffee House sponsors
 - 25th anniversary of Coffee House
 - The committee discussed putting together a celebration of this milestone. Further discussion is needed.

- Arden Bookies wish to move to the first Thursday of the month.
 - The calendar was reviewed and it was agreed that this should work.
- ACRA
 - Standard Operating Procedures documentation is needed.
 - Procedures should be published in the facilities handbook documentation.
 - Toby, Pam and Rachel are compiling this information.
- Floor Repair
 - The floor damage will be examined by the installer to determine appropriate fix.
- PPP Recap Meeting
 - A document will be compiled with a list of all of the things that went well and the issues and/or glitches that should be addressed for future events.

New Business:

- WSS has requested more storage in Room 3.
 - The other following upgrades were discussed:
 - A new sink/cabinetry in Room 3
 - Add doors to existing bookcases for art supplies, etc.
 - Coffee House and Art on the Town use the closet for storage. This will be retained for Friday night programming.
- Furniture Storage
 - During the fair, there is an issue with storage for the furniture.
 - Building Ops would like a new shed for both ACRA and the BWVC to use jointly to help alleviate this and other storage issues.
 - Or alternately, a separate metal shed on the side of the building could be used for BWVC only.
 - Storage is a primary issue and should be addressed as soon as possible.
 - Patrick will evaluate and make a recommendation on the shed size needed.

Chairperson's Report:

- Doorbell for WSS
 - Betty provided product links to doorbells that could be considered.
 - WSS is willing to pay for it.
 - The committee agreed to ask Michelle to choose and bring to the committee for approval.
- 100 Year Celebration of the Arden School happens in 2024.
 - The committee agreed that this should be further discussed for implementation by the committee.

Old Business:

- AB&L Lease renewal can now be a focus for the committee.
- TV Mounting has been completed. A fitted cover is needed to protect the equipment, which is owned by Awakened Heart.
- Peace Pole owned by Awakened Heart is very heavy with a sharp edged base.
 - The committee discussed having it mounted on casters.
 - Toby will discuss with Dave Jones.

Motion to adjourn at 6:50 PM was approved.

Respectfully submitted,
Mary Young
BWVC Secretary

Buzz Managers Report, September 19, 2022

Community Events: 3 new government meetings set up.

Rentals: 6 new rentals. 3 tours. All booked from September -November 2022

Operating-Boiler system checked and passed.
Have call in to Fire Marshall to make sure they
send license. Problem with Alarm system. Called
number in book but said they no longer monitor
system?

Discussion- Concert for Cecilia and Ethan Mitchell.
Ask Ken to help with getting pic from weomail to word press.

Solar Reading: 62198 9.12.22

Thank you for allowing me to present this report.
Respectfully,
Pam Cohen

Buzz report

To Mary Young <myoung_10@comcast.net>

Buzz report

Aug 17 Met with Sun Belt talk about AC rental

Went around and rotated all fans so they are circulating the air the proper way to keep the hot air up and the cool air down till the AC can be repaired

Met with Jeremy about getting Susan's AC unit

Reached out to Bill from Advanced solar Ordering a new motor all together to get us up and running again before fair

Aug 22 Mechanic came out to do the camera down the sewer pipes as well as advanced solar to replace fan Denis oregan was meeting with them update.. No Advanced Solar that was a no-show but I spoke to the secretary. First thing tomorrow morning I'll call. I'm not worried. The plumber came out to do phase 1 of the sewer contract. The survey is complete and he ran the video cam all the way out to the street in the sewer line. it is all clear by the trees so there are no roots to worry about for the fair. We are good to go for the sewer contract next month.

Spoke with Joey about his commitment to the Buzz feel like he hasn't been doing some of the tasks that are on his to do list! So created a checklist to help him have some thing to go off of gave him his first warning.

Aug 23 Advance solar Showed up and installed new motor! AC is back up and running!

Aug24 Condensation build up behind ceiling tile after ac was repaired in room 2! have a call into advance solar to come back and look at it! ceiling tile broke out all over the floor behind living room area! Jeremy's coming down to replace the tile I'm cleaning up the mess.

Aug 25 Checked on AC Clay came down diagnose that was a condensation sensor setting the AC to turn off Called into

Advance solar spoke to Bill! Ac obviously not working they're going to come out to repair!

Aug28 Jeremy fixed the pipe on the side of the building and towel dispenser and back bathroom!

Aug 30 Bill from advanced solar came out and him and Clay Diagnosed the problem fix AC

Sep2 Ac seems to still be leaking!

Clay called bill

Sept2-4 Fair set up and breakdown

Sept 4-11 no show joey was his week Jerm and I filled in where needed

Sept 11 Private party set up

Sent from my iPhone

9/19/22

BWVC Program Report between: 8/15/22- 9/19/22

Friday Night Programing:

Art Loop: We begin our season on Oct. 7th, with paintings by Lon Sullivan. Holiday Art loop planning is in progress. Bernedette will join our October meeting to discuss planning. Elisabeth Bard has resigned as co-ordinator for the art loop.

Coffee House: To begin 10/14/22, More volunteers are needed for set-up and break-down to reduce the strain BWVC staff.

Weekly/Monthly Programing:

Monday Night Art Studio - 7-9 PM Jean Orr, Donation box needs to be included with the weekly room set-up.

Tai Chi with Jill Emory - Every Mon,Wed,Sat 9AM, Has returned to the BWVC. Donations have been generous.

Arden Bookies - 2nd Monday of the month, Gerry Konselman contact. Wants to change meeting date to 1st Thursday of the month.

ACRA Summer Program: June 25-July 30. SOP needs to be created now.

Community Event Requests: None

PPP Fundraiser: Much appreciation goes out to all committee members for their energies and efforts to create a very successful fundraiser. Approximate gross of \$8000.00 includes vendors, door, and raffle. Volunteer appreciation soiree previously coincides with the first art loop opening. This year's fundraising will be directed toward improvements in room 3 for the kitchenette sink area and cabinet storage also shed storage for chairs and tables.

Floor: I spoke with the Marmoluem rep and Frank the installer. Frank will come out to observe in the next few weeks. The tiles can be replaced. There are other fixes that might work, such as filling it with bits and glue. Rachael will speak with Denise the Rep concerning care of the floor.

BWVC GuideBook - Ken moved Guide book binder to Google docs drop box.

Website: Pay now button and Bookqued software for booking rental space. New site for Guidelines <https://bit.ly/BWVC-Buzz-Binder>.

Sheds- corrugated metal sheds. Need to decide placement. Side or back. Can be ordered.

Respectfully submitted,
Toby Ridings

Chair Report

Sept. 19, 1922

Small Concert Venue Proposed

There has been a follow up requesting that we consider allowing concerts, to be opened to the public by a local producer referred by Ron Ozer.

BWVC Contact Request

	Host a Community Event
Full Name	Ethan Mitchell
E-mail	ethanmitchell455@gmail.com
Contact Number	302-521-2299
Question/Message	Just wanted to know if doing a concert here would work if I rented rooms 1+2. Can full bands play in this space? Am I allowed to charge admission? Rules for alcoholic beverages? Can I sell food + drink? Have vendors in the space? More general information on what is allowed would be great! This is just a general inquiry for the future, no date in mind at the moment. Thanks for your time. -Ethan
Requested Date and Time (if applicable)	2022-08-31 11:00 AM

This came up a few years ago and it was decided that the BWVC would not be interested at that time. I think we should at least hear what Ethan Mitchell has to say, consult with Ron Ozer, and discuss the pros, cons, and come up with questions and concerns. Insurance and security would be required. Toby might be able to fill in what the previous reasoning was. I told Ethan would contact him after this meeting with our preliminary thoughts, which could be as simple as deciding to meet with him to gather more information.

ARPA

The survey of the **sewer** system has been completed. There we no roots observed so we were prepared for the Arden Fair. Denis will provide a synopsis of the report and the next steps. Apparently, we are the only committee that has started spending the money!

Doorbells

In the 2022-23 contract with WSS we agreed to have door bells installed so that they could lock the door during the day. There were many disruptions by visitors and there is also a feeling of need for increased security. Michelle brought up some thoughts on the matter. The following is from Michelle.

“So we were looking into wireless doorbells. I'm attaching two of the articles I had read and will also include the amazon links for the top rated ones. Let me know what you think! I made sure to look for waterproof ones as well - and there were even options for two if we wanted one by the bball court and one upfront. Either way is fine with me.

Articles:

<https://theconsumertips.com/best-waterproof-wireless-doorbell/>

<https://www.dontwasteyourmoney.com/best-wireless-doorbell/>

Doorbells:

https://www.amazon.com/gp/product/B07G9XYF8N/ref=ewc_pr_img_2?smid=A2TV84GZ3ME9PZ&psc=1

https://www.amazon.com/gp/product/B0759H24YH/ref=ewc_pr_img_3?smid=A3F66QM5WCO2GP&psc=1

https://www.amazon.com/gp/product/B01N3PELHZ/ref=ewc_pr_img_4?smid=A3AEN0BL6JRTVL&psc=1

If you just want me to choose - just give me your color preference and I'll order it and talk to Rachel/Jeremy about installing it.”

I propose that we decide how we want to handle it so we can give her an answer after this meeting. We can either have an individual, a sub-committee to decide or to work with Michelle or let her decide and order with or without our approval.